Packaging Post-Award Conference

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Agenda

- When to hold a Post-Award Conference
- Things to do prior to the contractor visit
- At the conference
- After conference actions
- Summary

When to hold a Post-Award

- **Pre-Award survey results can indicate that a Post-Award conference is necessary**
  - **The Pre-Award Survey resulted in a “No Award” recommendation**
  - **When the Procuring Contracting Office or Contract Administration Office requests a Post-Award**
  - **When the contractor requests clarification of the contract requirements**

When to Hold a Post-Award

- **Contract Review**
  - **Packaging methods or materials are new to the contractor**
  - **Special packaging instructions**
  - **Complicated, inadequate or conflicting Packaging requirements**
  - **Contract packaging requirements are erroneous**
  - **Packaging design validation testing**

When to Hold a Post-Award

- **Other Factors**
  - **Contractor has a history of Packaging discrepancies**
  - **Contractor has no previous experience with prescribed methods or materials**
  - **Contractor requests a review of the Packaging requirements**

Prior to the Conference

- **Coordinate the site visit with:**
  - **Other DCMA Functional Specialists**
  - **Buying Activity personnel**
  - **Contractor's key personnel**
  - **Packaging Subcontractor**

Prior to the Conference

- **Research the contract Packaging Requirements**
  - **Interpret the Packaging Requirement Code (PRC)**
    - **http://www.palm.saic.com/code_lookup.nsf/codecheck**
    - **Commercial Software PRC interpretation programs**
    - **Locally generated Packaging Requirements Worksheet**
  - **Review the Special Packaging Instructions (SPIs)**
  - **Review applicable specifications and standards**
    - **MIL-STD-129, MIL-STD-2073-1, ASTM D 3951**

Plant Visit

- **Tour the contractor's facility**
  - **Confirm the existence of applicable Packaging and Marking procedures, materials and equipment**
  - **Utilize the Contractor Packaging Capability Review Form**
  - **Confirm that contractor personnel are adequately trained and equipped to handle**
    - **ESD Sensitive Items**
    - **Hazardous materials**
    - **Special Markings (Bar Coding, RFID, MSL, etc.)**

Post-Award Conference

- **Orientation Conference**
  - **Address any Pre-Award issues or concerns**
  - **Task the contractor to explain his interpretation of the Packaging requirements**
  - **Make sure the contractor understands how the items are to be packaged and marked**
    - **MIL-STD-2073-1 PRC to include SPI and Packing Level**
    - **MIL-STD-129, Item Identification, Bar Code, RFID, MSL, Special**

Post-Award Conference

- **Orientation Conference (Continued)**
  - **Discuss any options that may apply**
    - **Optional procedure “O”**
  - **Review the inspection provisions**
    - **MIL-STD-2073-1 Appendix G**
    - **Leak tests and heat seal seam tests**
  - **Packaging design validation test**
    - **MIL-STD-2073-1 Appendix F**
    - **ASTM D 4169**

Post-Award Conference

- **Orientation Conference (Continued)**
  - **Contractually required submission of packaging data**
    - **Distribution should be specified on DD Form 1423**
  - **Reusable containers may be**
    - **Government furnished material (GFM)**
    - **Contractor furnished material (CFM)**

After Conference Actions

- **Conference leader will document meeting**
  - **May be ACO, Contract Administrator**
  - **DD Form 1484**
- **Recommend corrections to any contract deficiencies (DD Form 1716)**
- **Follow up on open action items to avoid shipment delays**

Summary

- When to hold a Post-Award Conference
  - Pre-Award Survey “No Award” recommendation
  - PCO, ACO, Contractor request
  - Contract Review
- Things to do prior to the contractor visit
  - Coordinate
  - Research
- At the conference
  - Tour facility
  - Detailed review of packaging & marking
- After conference actions
  - Packaging issues & action items in meeting minutes
  - Report Deficiencies (DD Form 1716)
  - Follow-up

Quiz

1. **A Post-Award Conference should be considered when:**
   - **a) Contract review reveals complicated packaging requirements**
   - **b) The Pre-Award Survey was a “No Award” recommendation**
   - **c) The contractor has a history of Packaging Discrepancies**
   - **d) The contractor has no prior Military Packaging experience**
   - **e) All of the above**

Quiz

2. **Prior to the Post-Award Conference coordinate the visit with:**
   - **a) The DCMA Team**
   - **b) Buying Activity personnel**
   - **c) Key contractor personnel**
   - **d) Packaging Subcontractor**
   - **e) All of the above**

Quiz

3. **What form can be used to evaluate the contractor's overall Packaging capabilities?**

   a) Packaging Requirements Worksheet

   b) IRS 1040

   c) Contractor Packaging Capability Review

   d) Contract Data Requirements DD Form 1423

   e) All of the above

Quiz

4. **Which of the following cannot be used to interpret Packaging Requirements Codes?**

   a) **Commercial software programs**

   b) **http://www.palm.saic.com/code_lookup.nsf/codecheck**

   c) **MIL-STD-2073-1**

   d) **MIL-STD-129**

   e) **All of the above**

Quiz

5. **It is important to follow up on any Post-Award Conference action items to avoid:**

   a) Shipment delays

   b) A Pre-Award Survey “No Award” recommendation

   c) Assisting the contractor

   d) Paperwork

   e) All of the above